

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

February 2, 2004

In Reply Refer To:  
9210/1260 (FA-300) P

Instruction Memorandum No. OF&A 2004-006  
Expires: 09/30/05

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Migration of Incident Qualifications and Certification System Data from  
Current System to New System

**Program Area:** Fire Management/Automated Data Processing

**Purpose:** To provide direction on migration of data from the current Incident Qualifications and Certification System (IQCS) to the new system.

**Policy/Action:** During the Implementation Phase of the new IQCS Project, qualifications data from the current system, which resides on the Shared Applications Computer System (SACS) will be migrated to the new IQCS. In order to provide flexibility to accommodate training schedules and records transition for units, some decisions need to be made at the local level.

Access to the new IQCS will be provided by January 2004 for all trained users. Continued use of the existing system on SACS will also be available. Data entry should be done in only one system. This will allow data entry using either system. Regardless of which system is used, it is very important that incident qualifications and certification records be updated and new incident qualification (red cards) printed for the 2004 field season. A final master file should be printed for hard copy records and used in validation of information migrated to the new IQCS.

You have the following options to accomplish this:

1. Use the current system (SACS) to update incident qualifications and certification records and print incident qualification cards. Data will be migrated to the new IQCS every two weeks, updating the new or changed information.

- a. Past experience, task books, and training information can be entered into the current system.
  - b. Work capacity test information (Arduous, Moderate, or Light and date) can be projected four (4) months from the entry date. (Example: 04/2004 can be entered in January 2004). This will allow incident qualification cards to be printed. Cards printed in this way should not be issued to employees until applicable work capacity testing requirements have been successfully completed.
  - c. Transfers between units can be done. (Note: A migration routine is set up to handle this, but due to individuals being in both the current Department of the Interior (DOI) system and, possibly, numerous Forest Service databases, the most accurate unit may have to be adjusted using the new system.)
  - d. Changes in names and medical dates will not be migrated. These items must be updated in the new IQCS.
  - e. Once qualification cards and a final master file have been printed, please contact Rick Jensen, Fire Operations, Office of Fire and Aviation (OF&A) at (208) 387-5710, so access to the current SACS system can be terminated.
  - f. After this point, all record updating will be done in the new IQCS.
2. Use the new IQCS to update records and print qualification cards:
- a. Incident qualifications and certification data from the current DOI application has already been migrated to the new IQCS. Once training has been completed by the account manager, the new IQCS can be chosen for completing all transactions. This means all updating of personnel records, successful work capacity tests, and printing of qualification cards will be done in the new IQCS.
  - b. Each employee record must be accessed to validate the migrated data and to certify and prioritize the positions for the qualification card.
  - c. If this option is selected, please notify Rick Jensen so the access to the current SACS system can be terminated. All future transactions will be done in the new system.

The following recommendations are made to assist you in making decisions concerning qualifications and certification data:

- 1. If the account manager cannot receive training prior to when incident qualification cards are needed, use the existing SACS system for record updating, projecting work capacity test dates (if necessary), and printing cards.
- 2. If the account manager has received training, but the workload of updating records in the new IQCS cannot be accomplished by the time incident qualification cards are needed, use the existing SACS system for record updating, projecting work capacity test dates (if necessary), and printing cards.

As soon as possible, convert to the new IQCS and validate the data migrated from the current SACS system.

**Time Frame:** As soon as possible, prior to July 2, 2004. Access to the current DOI system on SACS will be terminated for all units on July 2, 2004. After this date, the new IQCS will be used to process all qualifications data and manage all training nominations and course completions.

**Budget Impact:** None.

**Background:** The new IQCS project was chartered by the National Wildfire Coordinating Group in 1998 to develop an information system to track qualifications and certification information for wildland firefighters. A business feasibility study and open acquisition process were completed. PeopleSoft was chosen for the software platform and Bearing Point as the consulting partner, through a firm-fixed price contract. The new IQCS project design and construction phases are complete, and the project is currently in the implementation phase.

**Manual/Handbook Sections Affected:** None.

**Coordination:** DOI IQCS leads.

**Contact:** Rick Jensen, Fire Operations, OF&A, (208) 387-5710.

Signed by:  
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Office of Fire and Aviation

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